

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING  
PROBATION AGENDA  
May 23, 2022

COMMITTEE MEMBERS: Supervisors Geraci, Braymer, Seeber, Dickinson, Driscoll, McDevitt and Diamond - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: To create and fill new position titled Administrative Secretary to replace the outdated Princ Steno Confidential title.  
Rational: The Princ Steno Confidential title is outdated and no longer exists. This title was reviewed with the Personnel Director and the Administrative Secretary title with the attached job description was suggested. Administrative Secretary position is needed within our department to act as personal secretary to the Director and perform numerous administrative duties including managing the office operations, processing accounts payable and payrolls records, tracking a variety of department processes/transactions including grants, billings and reimbursements as well as several other tasks.
  2. Request: To fill vacant Probation Assistant position due to promotion of Shelley Clarke to Administrative Secretary.  
Rational: The Probation Assistant position is needed within in the department to assist Probation Officers with PINS/JD Assessments, transfer of probationers, drug testing, custody investigations and other related probation work.
- IV. Discussion Items:
- V. Referrals/Pending Items: None
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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Attachments: 1. Resolution Request Form No. 11  
2. Resolution Request Form No. 12

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: Probation

DATE: 5/23/2022

- (a) Title of Requested Position: **Administrative Secretary**
- (b) Annual Base Salary (and Grade if Applicable): **\*Management Confidential, Grade 8, Base Salary \$44,913, Step 3 Requested \$48,366**
- (c) Effective Date for New Position\*: **ASAP**  
*\*Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):  
**Principal Steno Confidential, Base Salary \$44,913, Grade 8, current salary \$55,253.**
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
**A.3140.110, Probation - Salaries, \$48,366**
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?  YES  NO  
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position?  YES  NO  
If yes, please explain:
- (i) Is there expected revenue from this position?  YES  NO  
If, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:  
**10% State Reimbursement already included in 2022 Budget, A.3140.3310, Probation \$204,000**

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: Probation

DATE: 5/23/2022

- (a) Title of Requested Position: Administrative Secretary
- (b) Annual Base Salary (and Grade if Applicable): \*Management Confidential, Grade 8, Base Salary \$43,605, Step 4 Requested \$47,661.
- (c) Effective Date for New Position\*: ASAP  
*\*Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):  
Principal Steno Confidential, Base Salary \$43,605, Grade 8, Current salary \$55,253.
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
A.3140.110, Probation - Salaries, \$47,661
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?  YES  NO  
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position?  YES  NO  
If yes, please explain:
- (i) Is there expected revenue from this position?  YES  NO  
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:  
10% State Reimbursement already included in 2022 Budget, A.3140.3310, Probation \$204,000

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00  
Title of Position: Principal Steno/Confidential <sup>ADMINISTRATIVE SECRETARY</sup> Base Salary of Position: \$43,605 <sup>\$44,913-ann</sup> Grade: 8  
Filling at Step # (If Known): 4  
Budget code and title: A.3140. Probation Non- Union X  
This position is vacated due to: Resignation  
Employee No./Last Name: 7959/Rodriguez Date of Vacancy: 5/26/22  
Is this position mandated? No Is the position reimbursable? Yes  
Source of reimbursement: State 10%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RCW 5/11/22  
Human Resources Director has approved this form when initialed. AS 5/17/22

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 5/18/22

### BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E Thomas Date 5/24/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety

The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 5/23/22

## ADMINISTRATIVE SECRETARY

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class acts as the administrative assistant and personal secretary to a Department Head. Duties include oversight of the various clerical, fiscal and personnel operations of the Department. This confidential position requires a high degree of judgment as well as knowledge of Department policies/procedures and related laws and regulations. Work is performed under the general supervision of the Department Head with considerable independence for carrying out assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Acts as a personal secretary to a Department Head by answering phones and handling mail and correspondence;

Maintains confidential files for the Department Head;

Oversees and participates in the operation of the file system of the Department, both paper based and computerized;

Schedules appointments for the Department Head or designee(s), arranges conferences and meetings;

Maintains all Department employees' personnel and payroll records;

Processes all employees' payroll and personnel filings and paperwork;

Processes all Department accounts payable and procurement paperwork;

Processes all employees' accident reports and records;

Tracks a variety of Department processes/transactions, including grants, billings and reimbursements;

Assists in planning and implementing departmental policy and procedures;

Receives and handles complaints from Department members and citizens, requiring quick resolution;

May attend meetings and conferences, takes minutes, prepares summaries of meetings;

Utilizes computer programs and web-based applications such as word processing spreadsheets, calendar, email and database software to perform work assignments;

Utilizes a variety of automated systems equipment to produce such materials as correspondence, reports, contracts, specifications and/or data;

Receives calls and callers, providing information, assistance and referral;

May assist in completing any other administrative task as deemed necessary by the Department Head.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of office practices terminology, procedures and equipment, including personal computers; good knowledge of business English and arithmetic; good knowledge of the organization, function, laws, policies, regulations, terminology of the assigned department; ability to handle administrative details independently, including the composition of routine correspondence; ability to maintain confidentiality in regard to departmental matters; ability to understand and carry out moderately complex oral written directions; ability to communicate effectively with others both orally or in writing; ability to establish and maintain cooperative relationships with the public and other departments and agencies.

**MINIMUM QUALIFICATIONS:** (Either):

- (a) Associate's Degree or higher and two (2) years of full-time paid office administrative or senior level clerical experience or its part-time equivalent in an office setting which shall have included using a word processor or personal computer as a major function of the job; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid office administrative or senior level clerical experience or its part-time equivalent in an office setting which shall have included using a word processor or personal computer as a major function of the job.

**NOTE:** Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: \_\_\_\_\_  
JC: Competitive

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00  
Title of Position: Probation Assistant Base Salary of Position: \$36,414 Grade: 7  
Filling at Step # (If Known): Entry  
Budget code and title: A.3140. Probation Union X  
This position is vacated due to: Promotion  
Employee No./Last Name: 13202/Clarke Date of Vacancy: 5/26/22  
Is this position mandated? No Is the position reimbursable? Yes  
Source of reimbursement: State 10%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

XX Competitive-active eligible list Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 2/27/22  
Human Resources Director has approved this form when initiated. 5/17/22

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 5/18/22

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 5/24/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Criminal Justice and Public Safety

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 5/23/22

## PROBATION ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This is a para-professional position in a probation department. Unlike a Probation Officer 1, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The incumbent is responsible for assisting probation officers in a local probation agency in tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending; and notifying courts of case status. An incumbent may also serve as a probation department's point of contact for transfer of records and files with other probation departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases; retrieving archived files; delivering documents to law enforcement agencies and the courts; assisting with the collection of financial obligations; and processing intra and interstate transfers. The work is performed under the supervision of a Probation Supervisor 1 or higher level probation professional in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by a Probation Director or his/her designee. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Interviews individuals in custody of a law enforcement agency to assess their suitability for release from detention pending trial, monitors status of individuals released and notifies courts of their status;
- Assists individuals receiving probation services in completing questionnaires and other documents, and by answering general questions;
- Supports a probation department's involvement with specialty courts at the direction of a Probation Director or his/her designee which may include gathering information; conducting drug/alcohol screenings; and contacting victims, law enforcement agencies, human service agencies, treatment providers and other involved parties as necessary;
- Gathers information about individuals receiving probation services from a variety of sources, including but not limited to, public and private human services agencies, law enforcement agencies, courts and employers to verify social and legal histories of probationers; secures information regarding conduct and progress of probationers and helps resolve problems of probationers including problems related to housing, health care, employment, or other essential matters;
- Obtains and forwards documents and information needed by law enforcement agencies and the courts in accordance with applicable regulations and/or statutes as directed by the Probation Director or his/her designee;
- Registers and updates cases by entering data into a database or other electronic file, conducts record checks through local, state, and federal databases where authorized and produces electronic reports as needed;

Assists with the preparation of written memorandums, correspondence, transfer orders, discharge letters and other documents by gathering and relaying accurate information;  
Records attendance at day reporting;  
Performs a variety of office and/or clerical tasks including answering the phone, photocopying, and creating, filing and maintaining records;  
May perform drug and alcohol screenings and collect DNA samples;  
May prepare files for intra or interstate transfers and prepare and monitor inter/intra state transfers out of the local jurisdiction;  
May provide employment preparedness assessments and employment related training and assistance.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of pre-trial court procedures;  
Good knowledge of interviewing methods necessary to determine suitability for pre-trial release from detention;  
Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices;  
Good knowledge of the geography of the jurisdiction employed in;  
Working knowledge of laws pertaining to probation work and functions and procedures of family and criminal courts;  
Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and polices relating to confidentiality of case record information;  
Working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;  
Working knowledge of juvenile and adult risk and needs assessment instruments;  
Working knowledge of factors related to crime and delinquency;  
Working knowledge of the rules of evidence, arrest laws and custody procedures;  
Working knowledge of community resources;  
Working knowledge of employment, training and treatment options available to probationers;  
Working knowledge of office terminology, procedures, equipment and business English;  
Ability to interview detainees and assess their suitability for pre-trial release;  
Ability to review and explain conditions of probation to a probationer;  
Ability to gather and organize information related to the work performed;  
Ability to administer drug, alcohol testing and collect DNA samples as needed;  
Ability to establish and maintain effective working relationships with others;  
Ability to understand and follow oral and written instructions;  
Ability to communicate effectively both orally and in writing;  
Ability to understand and empathize with the needs and concerns of others;  
Ability to maintain composure and make rational judgments under stressful conditions.

**OPEN COMPETITIVE MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees, with an Associate's degree or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field or;

(b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency or;

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

*Special Requirement:* Possession of a current driver's license or otherwise demonstrated ability to meet the transportation requirements of the position.

*Note:* The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

*Note:* This position is allocated to the competitive class pursuant to the Executive Law Section 257(1).

WC: 2013, 5/28/2019  
JC: Competitive